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d. Job Offers to Agency Employees. At the same morning meeting, the Director requested that when our employees are approached with job offers from other government departments - primarily political appointees in other government departments - the approach should be reported. The Director desires the opportunity to make a judgment concerning the good or bad effects for the Agency of the approach and possible transfer of the employees in question.

e. Newsweek. The Newsweek article on the Intelligence Community is in this week's issue. On the whole, it is felt that the article is not as accurate as it could be concerning the Agency.

f. China Atlas. Mr. Coffey mentioned that the DDI put together a very good unclassified atlas on China. It includes a story about China as well as an excellent collection of maps and demographic information. It is to be released soon, and will be available to universities and other institutions and organizations.

g. Within Grade Raises. Mr. Fisher restated the already widely publicized news that the freeze has been lifted on in-grade promotions as of 14 November.

h. Disability Retirements. Dr. Tietjen said that for the first time his office has processed more than 100 cases of disability retirement in one year. The previous high was circa 75 cases. He attributes this increase to the times and the maturing process of the Agency. Over the years the ratio of civil service to Agency disability retirements has been about 8 to 1. This ratio is now about 2 to 1. By and large our program is a liberal one favorable to the applicant.

4. Other items of interest.

a. Secretarial Opening. The Support Staff of the new NOCAD will have a GS-7 secretarial position and would welcome nominations from any of you of candidates. Shorthand and excellent typing are required. Let us know if you have any suggestions.

b. Language Training for Dependents. Starting 4 January 1972 the Language School will be giving courses in Spanish and French for dependents of Agency employees. (Preference will be given to dependents of employees scheduled for assignment overseas.) Classes will be held mornings, Monday through Friday, in the Chamber of Commerce Building and will continue for 13 weeks. A Special Bulletin dated 4 November carries the details.

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e. Security Violations - October. Of the 15 security violations for October, FE had 4; WH, 3; NE, 2; and AF, DO, EUR, [REDACTED] CC and TSD had 1 each.

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f. DCI Visit with ISD Staff. [REDACTED] reported on the Director's one hour visit this morning with members of the Information Services Division. The visit took place in the auditorium and the Director presented to 35 ISD members their length of service certificate. The Director then spoke to the group relating his close attachment to the old RI activities and how important they are to the Agency's efforts. Following his remarks he answered a number of questions.

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g. Mail Mishaps. [REDACTED] mentioned that there have been a number of misdeliveries of mail during recent days which caused concern at various levels. Bob said that some mail intended for inter-office delivery was delivered outside the Agency. Likewise, mail intended for an outside addressee wound up with an office inside the Agency. Cases have been found of mail addressed to outside addressees not being double wrapped. Bob asked that we all bring this problem to the attention of our component chiefs stressing the need to provide the full name and address of the addressee on envelopes and buckslips and to print or write this information in a legible manner.

SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: SSA/DDS
Room 7D16
Headquarters

EXTENSION NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.



17 Nov 71

[Signature]

2.



17 Nov 71

[Signature]

3.

Fran

4.

5.

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7.

8.

9.

10.

11.

12.

13.

14.

15.

EYES ONLY